

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

The certification to this level will require the following:

- Step 1- Fulfill the examination entrance criteria
- Step 2- Submission and acceptance of an application and certification fee by the deadline date.
- Step 3- Successful completion of a written examination.
- Step 4- Successful completion of a practical examination.

STEP ONE- EXAMINATION ENTRANCE CRITERIA

Examination entrance criteria for this level is the following:

- 1- At least 18 years of age at the time of the examination.
- 2- Possess a high school diploma or GED at the time of the examination.
- 3- Be a member of the Massachusetts fire service. (See examination application section three (3) for details.)

STEP TWO- APPLICATION PROCEDURE

The attached application forms must be used and the forms may be duplicated. The application, all accompanying documentation, and certification fee must be submitted and received at the Massachusetts Firefighting Academy no later than the deadline date noted in the examination schedule. The certification fee must be in the form of a personal check, bank draft, money order, municipal check, or municipal purchase order made to the order of the Massachusetts Firefighting Academy Trust Fund. All others will be rejected. Upon acceptance and review, the candidate will be assigned to the examination date requested on the application. All applicants will be notified by email and if accepted will be supplied with all examination procedures.

American with Disabilities Act (ADA) – The Massachusetts Fire Training Council will make every attempt to meet the needs of persons with disabilities and taking certification examinations. If you request accommodations (by checking the box on your certification application) please immediately contact the DFS Civil Rights Officer, Mary Travers at (978) 567-3145, to determine accommodations you may receive. Candidates who have received accommodations in the past must also contact Ms. Travers to determine if any additional documentation is required. Each request will be handled confidentially.

- 1- Submission of a completed application for certification which includes attesting the candidate is at least eighteen (18) years of age and possesses a high school diploma or equivalent (GED) at the time of the examination.
- 2- Submission of an affidavit that the candidate is currently assigned to the position of Public Fire and Life Safety Educator I, has held such position for at least two (2) years immediately preceding the candidate's application date. (Refer to the attached "Public Fire and Life Safety Educator I Assignment and Affidavit for Initial Certification" form for details)
- 3- Submission of documentation that the candidate has successfully completed the training program "Public Fire and Life Safety Educator" offered by the Massachusetts Firefighting Academy OR a current, valid Massachusetts Teaching Certificate.

4- Submit documentation the candidate has the following field experience.

20 hours of documented field experience with a minimum of 2 hours in each of the 3 categories of target populations.

- a) pre-school, kindergarten or elementary school,
- b) middle school, scouts, or high school, and
- c) community group, service group, adult group.

The remaining 14 hours could be in any of the three age groups.

(Refer to the attached "Public Fire and Life Safety Educator I Field Experience Summary for Initial Certification" form for details)

STEP THREE- WRITTEN EXAMINATION

This written examination will consist of 100 multiple choice questions given in a 120 minute period designed to examine the candidates knowledge of NFPA Standard 1035 for Public Fire and Life Safety Educator I, 2010 edition, in the following subject areas: General, Administration, Planning and Development, and Education.

The following manuals and Massachusetts specific documents shall be the reference sources for the examination.

Fire and Life Safety Educator, third edition, Fire Protection Publications (IFSTA)
Current version of the *Mass. Curriculum Planning Guidebook*
Current version of the Mass. Dept of Education *Health Curriculum Framework*

Candidates will be allowed to bring the *Curriculum Planning Guidebook* and the *Health Curriculum Framework* to complete the examination.

Upon successful completion of this written examination (70% or greater), the candidate will be assigned to a practical examination. The candidate will be notified by email of the examination date, time, location, and supplied with examination information to include examination procedures and all potential practical skills to be examined.

SAMPLE QUESTIONS

The following are sample questions to represent most of the **type** of questions a candidate will be asked to answer during the written examination.

1. For a candidate for this level of certification to be successful, he or she must do the following.

- A. Take the examination process seriously.
- B. Read all documentation carefully.
- C. Study all references closely.
- D. All of the above.

2. The transfer of heat by the movement of air or liquid best defines:

- A. conduction.
- B. radiation.
- C. convection.
- D. direct flame contact.

3. Fragmented time should be used to:

- A. relax.
- B. think.
- C. make a “to do” list.
- D. read email.

4. A list of events, program requests, preprogram requirements, and time allotments are all components of:

- A. an activity report.
- B. a written report.
- C. a work schedule.
- D. basic record keeping.

5. In teaching “Understanding & Practicing Escape Plans” to Grades 3 & 4, which is not a development skill?

- A. Likes to explore things.
- B. Enjoys problem-solving strategies.
- C. Mixed groups work well.
- D. May rebel against authority.

ANSWERS

1. D 2. C 3. C 4. C 5. C

Candidates must achieve at least a 70% on this examination to receive a passing score for this step.

STEP FOUR- PRACTICAL EXAMINATION

During this step, there will be a two-station practical skills examination consisting of actual presentations from prepared lesson plans with the use of appropriate instructional aides. The candidate must achieve at least a 75% on each practical skills station with no failures in critical areas to receive a passing score for this step.

IMPORTANT NOTE: All portions of this certification level must be completed within twelve months from the initial exam date. After twelve months, candidates will be required to reapply for certification as a new candidate for this level.

MASSACHUSETTS FIRE TRAINING COUNCIL

Certification Examination Application

SECTION 1 - EXAMINATION DATA

Examination: PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

If you are taking this examination for the first time, check below.

☐ Full Examination

Any retake of portion(s) of this examination, check the appropriate box(s) below.

☐ Written Only

☐ Practical Only

Examination Date: _____ Location: _____

Americans with Disabilities Act (ADA) accommodations requested. Check Box ?

SECTION 2 - APPLICANT DATA

Enter the following information. Name will appear on your certificate as it is printed below.

Last Name: _____ First Name: _____ Middle Initial: _____

Mailing Address: _____
Street or Post Office Box City State Zip

Telephone: Home (_____) _____ Work (_____) _____ Last 4 digits of SS # _____

This is a new address and/or phone numbers. Check box. ☐ Email: _____

SECTION 3 - FIRE SERVICE AFFILIATION

I am a member of one or more of the following:

- ☐ A municipal fire department in the Commonwealth of Massachusetts, compensated or uncompensated, active or retired.
- ☐ A non-municipal organization whose sole function is to provide services equivalent to a municipal fire department to a municipality in the Commonwealth of Massachusetts, compensated or uncompensated, active or retired.
- ☐ Full-time employees of the Massachusetts Department of Fire Services; Massachusetts Department of Environmental Management; Massachusetts Port Authority; and the University of Massachusetts, Amherst; active or retired.*
*Full-time employees of the Department of Fire Services are defined as those full-time employees in the Haz-Mat Division, the Division of Fire Safety, and the Firefighting Academy. State Police personnel assigned to the Fire and Explosion Investigation Unit and the Hazardous Devices Unit are not considered full-time employees of the Department of Fire Services.
- ☐ Full-time, civilian (non-military) members of military fire departments on installations which are located within the Commonwealth of Massachusetts.

Current Department or Organization Name: _____

Appointment Date: _____

SECTION 4 - ENTRANCE CRITERIA

Enter examination prerequisite(s), if appropriate. Example: Firefighter I/II, Fire Instructor I, MFA Recruit Program Graduate, MFA Call/Volunteer Program Graduate, Fire Instructor I or II Training Programs, etc..

Prerequisite Level of Certification: _____ Date Granted: _____

Prerequisite Training Program: _____ Date Completed: _____

SECTION 5 - MISCELLANEOUS

Check the appropriate box(es) below and complete.

- ☐ Assignment Affidavit
- ☐ Field Experience Summary

SECTION 6 - APPLICANT CONFIRMATION

I, the applicant, by my signature below, attest that all of the above information is true, I am at least 18 years of age, and I possess a high school diploma or GED.

Signature: _____ Date: _____

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The applicant will be notified by Email regarding their acceptance into this examination after the examination application deadline date has passed.

Note: The Training Council has an appeal process and fraud/misrepresentation policy. Visit the certification “Frequently Asked Questions” section of their website for details. (www.mass.gov/dfs)

SECTION 7 – CERTIFICATION FEE

The \$30.00 certification fee must be in the form of a personal check, money order, bank draft, municipal purchase order, or municipal check to the order of the **MASSACHUSETTS FIREFIGHTING ACADEMY TRUST FUND**. **Note: *Cash cannot be accepted.***

Please indicate the form of payment enclosed.

☐ Personal Check ☐ Bank draft ☐ Money Order ☐ Municipal Check ☐ Municipal Purchase Order

Submit this application, any accompanying documentation, and the \$30.00 certification fee to:

**Certification Examination
Massachusetts Fire Training Council
P.O. Box 1025
Stow, MA 01775**

This application, accompanying documentation and certification fee **MUST** be received at the above address no later than the close of business on the deadline date as listed in the examination schedule.

Please note: There will be a \$15.00 charge for bounced checks per 801 CMR 408.

Certification examination results will be withheld until all certification fees and surcharges (ex. bounced check fees) are paid in full.

Incomplete applications will be returned.

NAME_____ Last 4 digits of SS#_____

MASSACHUSETTS FIRE TRAINING COUNCIL
PUBLIC FIRE AND LIFE SAFETY EDUCATOR I
ASSIGNMENT AND AFFIDAVIT FOR INITIAL CERTIFICATION

By my signature below, I am attesting that _____
(*candidate's full name*)

has held the position of "Public Fire and Life Safety Educator" for at least

two (2) years immediately preceding this date.

Chief of Department Signature:_____

Date:_____

NAME _____ Last 4 digits of SS# _____

PUBLIC FIRE AND LIFE SAFETY EDUCATOR I

FIELD EXPERIENCE SUMMARY FOR *INITIAL* CERTIFICATION

Educator Name: _____

See instructions on opposite side for proper summary completion.

					GROUP TYPE AND LENGTH			Presentation Style(s)	Audiovisual Aids
DATE	Organization	Contact Person	PHONE NUMBER	Size	A	B	C		
				Totals					

Chief of Department affirmation: _____
Signature

Printed

Date

INSTRUCTIONS FOR SUMMARY COMPLETION

Educator Name: Print the name of the educator submitting this field experience summary for initial certification.

Date: Print the date you conducted the presentation.

Organization: Print the name of the organization to whom you made your presentation. (ex. Johnson Elementary School, Boy Scouts, Meadow Senior Center, etc.)

Contact Person: Print the name of the contact person of the organization where you made the presentation such as the school principal or senior center director.

Phone Number: Print the phone number of the contact person.

Audience size: Enter the size of the audience to whom you presented. (ex. 10, 20, 100, etc.)

Group Type & Length in Hours: Indicate how long the presentation lasted by entering the number of hours in the appropriate column by group type.

- A- Preschool, kindergarten, or elementary school
- B- Middle school, scouts, or high school
- C- Community group, service group, or adult group

Presentation Style(s): Lecture, discussion, conference, interactive, or static display/booth. (If more than one style was utilized, please abbreviate and indicate all used.)

Audiovisual aids: Overheads, slides, Powerpoint, props, robotics, video, costume (mascot), posters, or banners. (If more than one style was utilized, please abbreviate and indicate all used.)

Chief of Department Affirmation: Have the Chief of Department sign and print his or her name along with the date. This affirmation indicates you represented your department when making these presentations.

Public Fire and Life Safety Educator I- Recertification Requirements

Once certified, certification will be valid for five (5) years. In order to maintain this certification, the Council has instituted recertification requirements similar to those for initial certification.

In order to become recertified as a Public Fire and Life Safety Educator I, you must fulfill the requirements as follows before the expiration date of the current certification.

Step 1- Submission of a completed application for recertification attesting you are at least eighteen (18) years of age and possess a high school diploma or equivalent (GED).

Step 2- Submission of an affidavit that you have been active for at least two years preceding the application date as a public fire and life safety educator or maintain a valid teaching certificate.

Step 3- Submit documentation you have attended a minimum of 30 hours of continuing education. Continuing education may be obtained over the entire five (5) year certification period with a maximum of 10 hours per year.

Step 4- Submit documentation you have had the following field experience.

20 hours of documented field experience with a minimum of 2 hours in each of the 3 categories of target populations.

- a) pre-school, kindergarten or elementary school,
- b) middle school, scouts, or high school, and
- c) community group, service group, adult group.

The remaining 14 hours could be in any of the three age groups.

Step 5- Submission of a certification fee as established by the Council.

If the certification of a Public Fire and Life Safety Educator I lapses, certification would be reissued only when the individual completes the requirements for initial certification.